

## **Procedure for visiting professors, (senior) visiting fellows and visiting PhD candidates at FASOS**

### *Introduction*

This note aims to define clear guidelines for: visiting professors, (senior) visiting fellows and visiting PhD candidates.

### **Definitions**

- Visiting professors (VP) are persons who hold a full professorship at a university and can produce documents that confirm their status.
- Senior visiting fellows (SVF) are persons who hold the status of associate professor (or its respective equivalent in the various university systems of the world) at a university and can produce documents that confirm their status.
- Visiting fellows (VF) are persons who hold the status of postdoc, lecturer, or assistant professor (or its respective equivalent in the various university systems of the world) at a university and can produce documents that confirm their status.
- Visiting PhD candidates (VPC) are PhD candidates who can produce a letter by their supervisor, their graduate school, or their university confirming their status as PhD candidate.

### **Procedure for visiting professors and (senior) visiting fellows**

VPs, SVFs and VFs are invited by one of FASoS' departments, research programmes, or research centres to join us for a minimum of 2 weeks to give lectures, work on projects and publications, engage with staff and PhD candidates, etc.

The department chair, research programme director, or research centre director submits an application to the OTO, the OTO advises the Faculty Board and the Faculty Board decides whether the fellow can be invited.

The application should comprise:

- CV of the candidate;
- An invitation letter by either the department chair, the research programme director, or research centre director that also makes a recommendation if the person in question falls in the category of VP, SVF or VF. The letter by the host also clarifies who will cover the costs for the guest's stay, and who will be the responsible mentor at FASoS .
- A short outline of the candidate's tasks during her/his stay at FASoS;
- A written approval of the VP, SVF, or VF assuring to give proper credits to FASoS in case of a publication/publications resulting from the time at FASoS (see Annex I).

Procedure for application:

- We aim at a maximum of three guests at FASoS per department/research programme/research centre per year.
- The department chair, research programme director, or research centre director submits the application to the OTO at the latest four months before

- the visit. After a consultation process in OTO, the Faculty Board will decide if the candidate can be invited.
- The department chair, research programme director, or research centre director arranges a VacatureMutatieFormulier at the latest three months before the visit so that office space and other facilities can be arranged.

What FASoS offers:

- (Shared) office space, including computer, telephone, email-account and UM card;
- Use of facilities, in particular the library;
- Integration into the research environment of FASoS, including the offer to participate in research colloquia, seminars, etc.

Costs and Services:

The costs per VP, SVF and VF are € 4.800 per year. This sum can be covered by the inviting department, research programme, or research centre, or it can be co-financed by the inviting unit and the candidate. This decision has to be taken prior to the application (see bullet point 2 on application).

In case the visiting exchange is part of an exchange programme with another university or institute, we aim to come to a mutual agreement with the partner institution.

Upon arrival of the VP, SVF or VF, an 'Information Form' (Annex II) should be submitted to the research support office so that it is able to:

- Communicate about the visiting scholar;
- Keep track of who is visiting FASoS (useful for assessments as well as in the light of the internationalization policy).

The VP, SVF or VF is responsible for his/her own living and housing expenses.

### **Visiting PhD Candidates**

The Graduate Programme of FASoS delegates the task of dealing with requests regarding visiting PhD candidates (VPC) to the Graduate School (GS) which is part of FASoS' Graduate Programme.

A potential VPC has to find a FASoS senior staff member (associate or full professor) who supports her/his stay at FASoS. On the condition of such support, the candidate has to submit a "FASoS Project Proposal Form" (Annex III) to the department/research centre/research programme she/he wants to be affiliated with, together with:

- CV of the candidate;
- An invitation letter by a FASoS associate or full professor that also identifies the research programme, department and/or research centre the candidate should be affiliated with;
- Proof of English language proficiency;
- A letter of recommendation by the PhD supervisor of the home institution.

The minimal duration of a stay as VPC is 2 weeks.

Procedure for application:

- The department chair, research programme director or research centre director submits the application to the Graduate School at the very latest four months before the visit.
- The Admission Committee of the Graduate School advises the Faculty Board on the question of admission. The Admission Committee makes sure that the number of visiting PhD candidates will not exceed the number that can be accommodated by the faculty.
- Taking the advice of the Admission Committee of the Graduate School into consideration, the Faculty Board decides whether the candidate can be invited as VPC. It also decides which department, centre, and/or research programme the VPC will be associated with. The department chair/research programme director/research centre director arranges a VacatureMutatieFormulier at the very latest three months before the visit, so that office space and other facilities can be arranged.

What FASoS offers:

- Participation in the Graduate School;
- (Shared) office space, including computer, telephone, email-account and UM card;
- Use of facilities, in particular the library;
- Integration into the research environment of FASoS, including the offer to participate in research colloquia, seminars, etc.

PhDs arrange their own housing during the visit and they are responsible for their living and housing expenses.

Participation in the GS requires the payment of a fee, but fees for VPCs are waived as long as their stay does not exceed 6 months. If a stay exceeds six months, the GS Director and the Associate Dean for Research take a case-by-case decision, depending on the length of stay and the services required from the GS.

As soon as the visiting PhD has arrived, an 'Information Form Visiting PhD candidate' (Annex IV) has to be submitted to the research support office so that it is able to:

- Communicate about the visiting PhD
- Keep track of who is visiting FASoS (useful for assessments as well as in the light of the internationalization policy)

*Updated by Kim van Honk, 24 September 2019  
Kiran Patel & Lidwien Hollanders, 3 March 2016*

Annex I

**Declaration regarding Intellectual property**

This [paper/article/book] results (in part) from research conducted at the Faculty of Arts and Social Sciences of Maastricht University.

**Place:**

**Date:**

## Annex II

### **Information Form for visiting professors, (senior) visiting fellows**

Welcome to our faculty! For communication and administration purposes, we would like to ask you to provide us with some details about your visit.

1. *Name and title*
  
2. *Home institution/university*
  
3. *Contact information (e-mail, postal address, phone number)*
  
4. *Length of visit (begin and end date)*
  
5. *Names of researcher(s) at FASoS with whom you plan to cooperate*
  
6. *A short description of your research interest/research project which can be published on the faculty's website (100-150 words)*

Please submit this form to [research-fasos@maastrichtuniversity.nl](mailto:research-fasos@maastrichtuniversity.nl).

Thank you in advance.

On behalf of the research support office,

Kim van Honk



## FASoS Project Proposal for Visiting PhD Candidates

### Basic details

#### 1. Details of applicant

-Title(s), initial(s), first name:

-Surname:

-Male/female:

-Address for correspondence:

-Telephone:

-E-mail:

-Website (optional):

- Institution of current employment:

-Project title:

- if applicable, source of funding of the project:

- From when to when do you plan to be visiting FASoS:

- Amount of visiting months:

- International activities (if applicable):

*List activities such as study visits abroad, international cooperation, etc.*

- Other academic activities (if applicable):

*Include, for example, membership of boards, posts on committees and involvement in the organisation of conferences.*

- Research grants and prizes (if applicable):

*This is the place to list any scholarships, grants or prizes you have won. Give a brief description.*

- List of publications (if applicable):

*Please mention manuscripts which have been submitted or accepted for publication or which have already been published. Give the author(s), date, title of the publication, journal or series, volume, pages, and (if applicable) publisher and place.*

#### 2. Title of research project

*Max. 12 words!*

### 3. Summary of research project

Max 40 words!

### 4. Core themes

Indicate core themes (multiple answers allowed)

- Politics and Culture in Europe
- Science, Technology and Society Studies
- Arts, Media and Culture
- The Globalization and Development Initiative

### 5. Mentors during visit

Mentor(s)

1st .....

2nd .....

### 6. Required services

Please indicate which of the services you would like to make use of:

- supervision
- access to the GS curriculum
- office space
- email address, library access
- copy card (UM card)
- Other services, please specify.....

Date and signature PhD-candidate

Date and signature Supervisor

## **Research proposal**

### 7. Brief description of research proposal (max. 2,000 words)

Stick to max. 2,000 words (on max. 5 pages, including illustrations, references and footnotes), use the following structure.

#### 7a. Introduction

#### 7b. Research question(s)

#### 7c. Method/Approach

#### 7d. Innovation

#### 7e. Relevance

#### 7f. Literature references

**7g. Time schedule**

**Indicate the total number of words:** *(obligatory!)*

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**8. Statement**

**I hereby declare that the present form has been completed truthfully. I hereby promise to acknowledge results of research done at FASoS in a footnote.**

**Place:**

**Date:**

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## Annex IV

### Information Form Visiting PhD Candidates

Welcome to our faculty! For communication and administration purposes, we would like to ask you to provide us with some details about your visit.

1. *Name and title*
  
2. *Home institution/university*
  
3. *Contact information (e-mail, postal address, phone number)*
  
4. *Length of visit (begin and end date)*
  
5. *Names of researchers at FASoS with whom you plan to cooperate*
  
6. *A short description of research interest/research project which can be published on the faculty's website (100-150 words)*

Please submit this form via [research-fasos@maastrichtuniversity.nl](mailto:research-fasos@maastrichtuniversity.nl)

Thank you in advance.

On behalf of the research support office,

Kim van Honk